



Department of
Veterans Affairs

Memorandum

Date: June 28, 2016
From: Center For Verification and Evaluation (CVE)
Subj: Updated CVE Critical Path Qualification Process
To: CVE/OSDBU Distribution

1. **Purpose:** Set forth training requirement and qualifications for Critical Path Qualification and Certification
2. **Overview:** All Critical Path CVE Personnel will be required to complete a Critical Path qualification and certification process prior to working cases as a Case Analyst or Legal Analyst.
3. **Qualification Process:**

A. Read and/or complete the following documents and Tasks :

- i. 38 C.F.R.74 - VA Veteran-Owned Small Business Verification Guidelines
– at least 3 times
- ii. Review or listen to all applicable Regulatory Training PowerPoint presentations either in person or remotely
- iii. Review Prior Court Case Decisions
 - 1) KVV, Incorporated v. United States, Case No. 12-882C
 - 2) Miles Construction, LLC
 - 3) Gonzales-McCaulley Investment Group, Inc. v. DVA
 - 4) Any other subsequent decisions
- iv. Current legal guidance
- v. Read All applicable policy Memos
- vi. Compile sample denial letter language
- vii. Federal Review Standard Directions

- B. Take and pass written test
 - i. 40 questions multiple choice
 - ii. 80 percent passing mark
 - iii. Open book
 - iv. Maximum 3 attempts
- C. Have all above tasks completed and signed off by a supervisor

4. Certification Process:

- A. Complete Qualification process
- B. Read Current Critical Path Work Instruction- at least 2 times
- C. Pass Process and Scenario Driven tests with a score of 80% accuracy
 - i. Effective Communication
 - ii. Correct Determination
- D. Completion of Shadow Program/Side-by-Side Training
 - i. Review 4 cases with 2 different qualified Case Analysts (CA) or qualified Legal Analysts (LA)
 - ii. Complete 2 cases each (4 total) satisfactorily as determined by 2 Case Analysts and follow on review Federal Review staff without significant Technical or Process Error.
 - iii. Pass verification process test
 - iv. Based on above, qualified Case Analyst and Federal Review personnel sign certification sheet.
 - v. Case Analysts and Legal Analyst that have been trained in the MyVA process and or Current Examination or Evaluation process are exempt from this process when determined as certified in writing by the Critical Path Team Lead, Trial Federal Lead, or the CVE Critical Path Deputy Team Lead
- E. Final Qualification and Certification Training required directly after new contract establishment can be accomplished by Federal Staff and or established recorded training material
- F. Final Signature Critical Path Team Lead or Deputy Critical Path Team on Certification Sheet

5. Critical Path CVE Personnel Decertification

- A. At any time after completion of the Critical Path Training and Certification Program, CVE Personnel may be decertified due to sub-standard performance at the discretion of the Federal Review Team Lead or Deputy Team Lead.
- B. The request for decertification must be made in writing to the Critical Path TL, Contract Supervisor, Program Manager, and Contracting Officer Representative (COR) and must contain justification for decertification.
- C. Once CVE Personnel have been decertified, CVE will be responsible for retraining. This retraining will occur for a period of at least two weeks.
- D. Upon completion of retraining, the (re)trainee will be required to retake and pass all sections of the Certification and Qualification process as assigned by the Federal Critical Path Team. Successful completion of the retraining program will result in recertification.

6. Procedures:

- A. Complete the above Critical path Qualification and Certification Processes prior to completing work as a CVE Critical Path CA or LA


7. Yearly Recertification

- A. All CVE personnel will recertify via:
 - i. Yearly Recertification Test.

8. Prior Training Memos

- A. All Prior Contractor process training memos are no longer valid as of the date of this memo

9. **Timing:** This policy is effective immediately. .



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